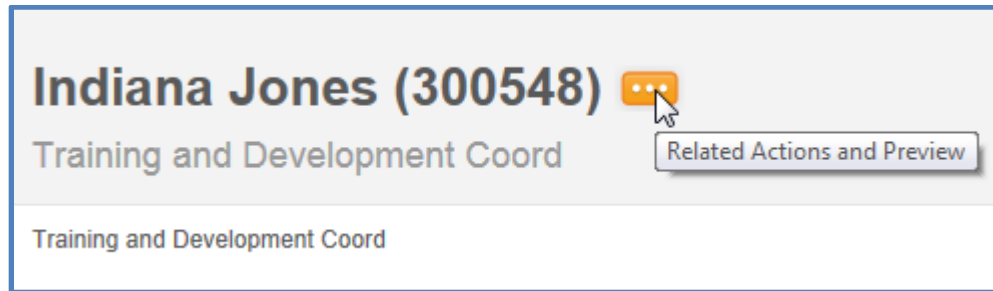


Change Job: Change a Worker's Hours

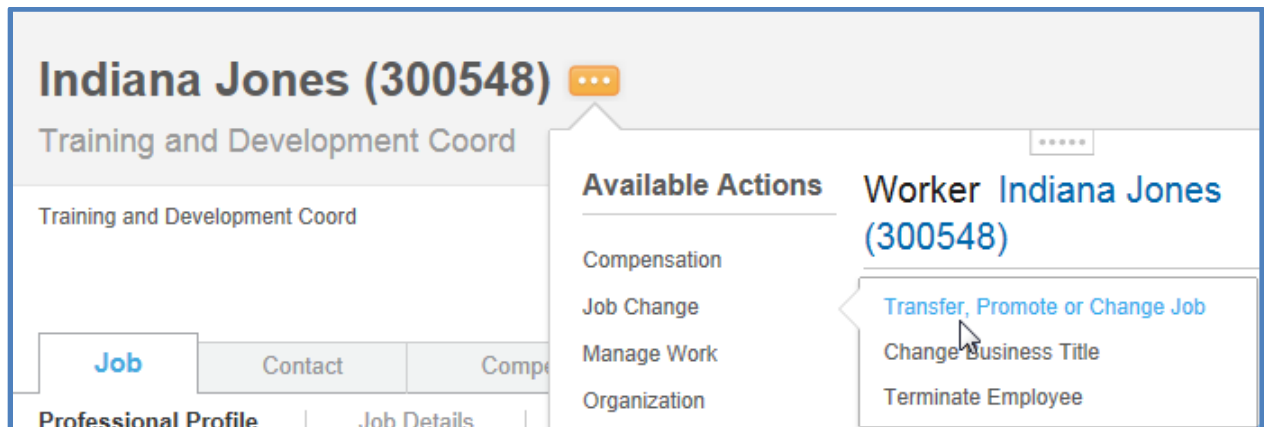
12.02.14

This process should be initiated by the Division Administrator.

1. Enter the worker's name in the Search box.



2. Click **Related Actions** to the right of the worker's name.
3. Click **Job Change > Transfer, Promote or Change Job**.



Start

As the worker will not be changing manager, team, or location, click **Next**.

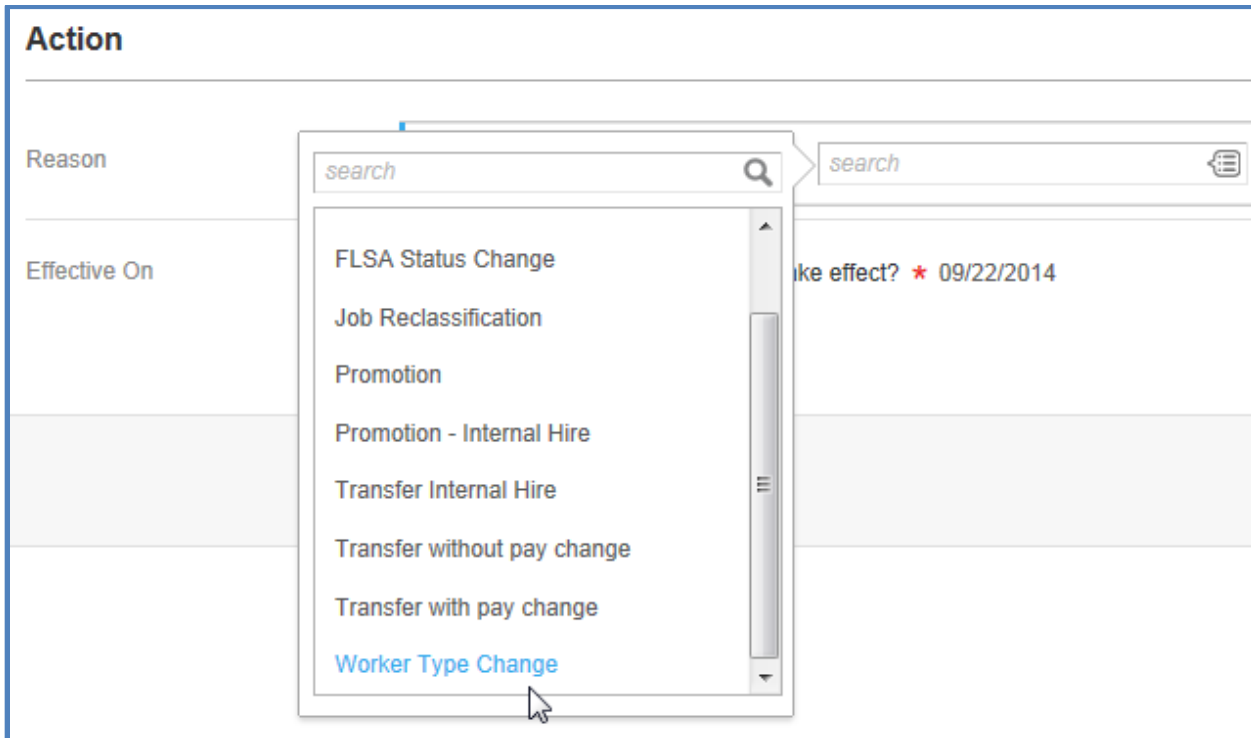
Action

1. Click the red asterisk (*) to open the Reason field.

Change Job: Change a Worker's Hours

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2. **Reason:** Click Prompt > Worker Type Change for the **Reason**.



The screenshot shows the 'Action' form in FermiWorks. The 'Reason' field is open, displaying a list of options: FLSA Status Change, Job Reclassification, Promotion, Promotion - Internal Hire, Transfer Internal Hire, Transfer without pay change, Transfer with pay change, and Worker Type Change. The 'Worker Type Change' option is highlighted in blue. The 'Effective On' field is visible on the right, showing a date of 09/22/2014 with a red asterisk indicating it is required.

3. Click the red asterisk (*) to open the date field.
4. **Effective On:** Enter the next pay period date for this change to take effect.
5. Click **Next**.

Job

1. Click to update any field(s) if applicable.
2. Click **Next**.

Change Job: Change a Worker's Hours

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Location

1. Click the number of hours to open the field.

Location

Location Details

Location

Scheduled Weekly Hours

20

2. Update the **Scheduled Weekly Hours**.
3. Click **Next**.

Details

NOTE: If the worker is changing from part-time to full-time, click the field to update the Time Type field. If your security level will not allow this field to be updated, add a comment before submitting this process.

Details

Job Classifications

Additional Job Classifications

Administrative

Employee Type

Time Type

Pay Rate Type

Location Weekly Hours

Default Weekly Hours

FTE

Job Exempt

Job Classifications

Company Insider Types

Workers' Compensation Code from Job Profile

Regular

Full time

Hourly

40

40

50%

☐

504 - Program Support (US Standard Occupa
5 - Administrative Support Workers (EEO-1
HR - Human Resources (Job Comp Class-L

search

(empty)

search

Full time

Part time

Change Job: Change a Worker's Hours

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Verify the FTE matches the number of hours entered.

NOTE: Do **NOT** change the Default Weekly Hours. The FTE% reflects the number of hours (hours/40), not the Default Weekly Hours.

Details

Job Classifications

Administrative

Additional Job Classifications

Employee Type	*	Regular	⌵
Time Type	*	Part time	⌵
Pay Rate Type		Hourly	⌵
Location Weekly Hours		40	
Default Weekly Hours		40	
FTE		50%	

NOTE: The FTE% reflects the number of hours (hours/40) for this position as a percent over 40.

Click **Next**.

Attachments

No attachments are required for this process, click **Next**.

Organizations

Verify the organization section is correct, click **Next**.

Compensation

1. Verify there is No Change in Compensation.
2. Click **Next**.

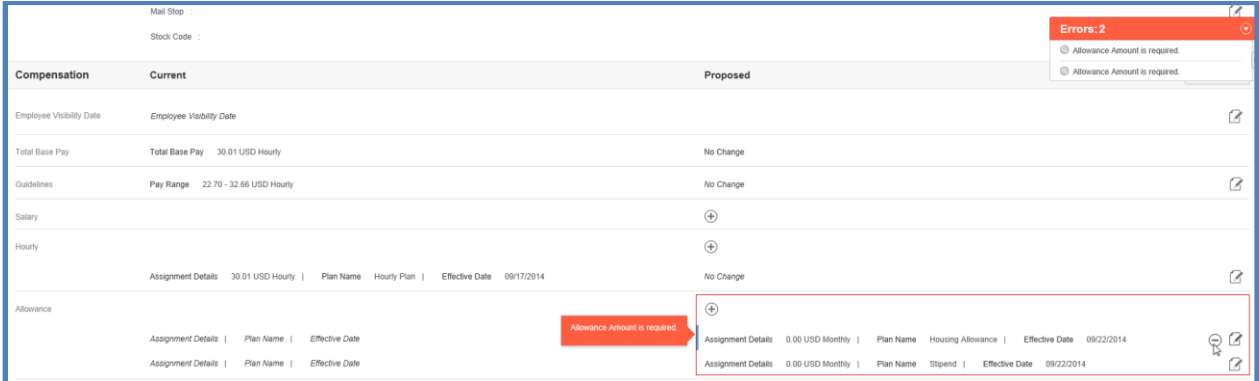
Summary

1. Review the information to ensure it is correct.

Change Job: Change a Worker's Hours

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- Click the minus sign on the right to close the housing section.



- Click the minus sign to the right to close the stipend section.

NOTE: The minus sign may not display until you hover over each field.

- Enter a **Comment** to inform the approver what has been updated.

NOTE: Enter a Comment to update the Time Type to Part Time if this field was not available.

- Click **Submit**.